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Email: contact@fairviewalliancechurch.com

Dear Church Family,

Greetings in the name of the Lord. We are in need of a Church Secretary.

Attached to this letter is a copy of the job description. Please forward to other church members and adherence at Fairview Alliance Church. Please forward to other church members.

We will be accepting CV's and Application letters until August 15th, 2021
For all interested applicants if you have any questions please contact Fairview Alliance Church at the above address or via email.

Blessings

Colleen Nicholls-Lewis
On Behalf of Fairview Alliance Church Administration

FAIRVIEW ALLIANCE CHURCH

Job Description 2021

TITLE: FAC Church Office Secretary (Part time)

The position of the Church Office Secretary is a very special ministry and important in a church setting. She or he is on the front lines of this ministry and is one of the very first people the public sees and talks to. She or he is a reflection of the church and should always keep this as an honor and reflect as such.

This position will report directly to the Lead Pastor and be accountable to the Board of Elders through the Administrative Team Coordinator.

Any candidate must be in good standing member of a church sharing the same beliefs and values as FAC.

School qualifications: Having a High School Degree

Holding a diploma in secretariat of a recognized school

Experience: Minimum of 2 (two) years secretarial experience.

1. **Job Description Secretary**

- Full secretarial duties such as taking messages, dealing with Microsoft Office, answering the phone.
- Office administration: Filing, typing, preparing, and sending correspondence, bulletin, annual reports, emails, faxing.
- Ability to use and manage the various Social Media
- Assist the Lead Pastor in arranging meeting's agenda, typing letters and schedules, sorting through Pastor's mail.

- Coordinate travel arrangement for Lead Pastor and guests as required.
- Collect any other information required for the smooth running of the office such as wedding, baby dedication, funeral and baptismal information.
- Keep the diary up to date and giving him reminders for meetings.
- Gather weekly announcements, layout early in week for communication.
- Ensure the boardroom is setup and ready for the meetings.
- Responsible for the ordering of office supplies and equipment such as stamps, envelopes, candles, pen, and so on.
- Receive and ask members of the church if they agree, their email address, phone number in order to keep the mailing list, directory up-date.

2. **Safety**

- Any building maintenance issues to be address via email or phone to the responsible person immediately.
- Keep an incident book at hand. Must also complete the book if an incident takes place.

3. **Work Hours**: 20 hours/week

4. **Pay**: \$17/h

5. **Confidentiality**:

All files must remain in the church.

Personal information, any private matters without permission must remain confidential